

## Training course: “Preparing the action: the Single Form”

### General Information

Specific Objective	<b>To improve the participants’ ability in the preparation of humanitarian aid actions and the presentation of action proposals</b>
Expected Results	<ul style="list-style-type: none"> <li>• improved and complete knowledge of the logic of the Single Form</li> <li>• ability to fill properly the single form at proposal stage</li> <li>• understanding of benefits, when actions are designed according to DG ECHO requirements</li> <li>• acknowledgment of the existence and the potential added-value of the helpdesk service</li> </ul>
Target Group	<p>DG ECHO Partners Staff</p> <p>The course covers both financial (few) and operational (many) sections of the Single form, but the main focus is on need, beneficiaries, results and on the action’s logic. It is therefore more suitable for all staff that deals with action design or proposal writing/revision.</p>
Prerequisites	<p>This course is addressed to people with a basic knowledge of FPA and possibly with experience in implementation/management of DG ECHO Actions. Many specific issues, above all financial, will not be covered.</p> <p>The course foresees a comprehensive description of the Single Form, of its main sections and of the steps to prepare it successfully. It is not a PCM course.</p>
Suggested for:	Suggested for staff dealing with action design or proposal writing/revision.
<u>Not</u> suggested for:	<p>Not suggested for staff looking for a general course covering all the basic topics of the FPA.</p> <p>The course will not cover reporting, neither narrative or financial, nor any issue related to the further implementation of the Action.</p>
Contents	<p>Needs and beneficiaries, Action logic: Logframe and Results, Complementary information in the Single Form</p> <p>How to improve the every day work (the helpdesk and website)</p>
Number of participants	20 maximum per session
Duration	15 days
Language	English